

**PACE Certificate Level 1: Advanced Career Development  
Core Courses**

Self-Paced E-Courses (SPEC) including:

- Self Management
- Partnering for Results
- Resolving Interpersonal Issues
- Navigating Change
- Virtual Teams

[Self- Interactive - Follow-Up Discussion](#)

**PACE Certificate Level 1 Information**

**Eligible Participants**

(1) Employees below Division Manager level who have been **specifically nominated** for this certificate program by their Department Head.

(2) Division Managers and above (nomination by Department Head is not necessary).

*Note: **Supervisor/Manager approval** is a pre-requisite for all participants.*

**Selection Process**

- Enrollment in this certificate program is subject to a competitive selection process. 'Eligible Participants' (as defined above), must submit a *1 page Expression of Interest* detailing your desire to participate and why you should be selected.
- Your Expression of Interest will be assessed by a panel consisting of Executive Management. You will be notified of the outcome at least *5 business days* prior to the commencement of your program.
- If you have previously completed PACE Certificate Level 2 (refer to page 17), you are *exempt* from the selection process for PACE Certificate Level 1.

**Requirements**

- Complete all core courses specified for this certificate program:
  - 5 Self-Paced E-Course (SPEC) modules.
  - 4 SPEC Interactive - Follow-Up Discussion Group sessions.

**Total Duration**

- 19 hours and 45 minutes in 4 months.
- Per month:
  - 1 - 2 SPEC modules totaling 2 – 4.5 hours.
  - 1 x 2 hour SPEC Interactive session.

**Availability**

- The full certificate program is offered once per trimester.
- The SPEC modules and SPEC Interactive sessions are *open to PACE Certificate Level 1 participants only* (i.e. no aspect of this program is available as an 'independent' module to non-certificate participants).
- The SPEC modules will be made available to participants upon enrollment in the certificate program. *Note: Participants are expected to complete each month's assigned SPEC modules prior to that month's SPEC Interactive session.*
- Participants are strongly encouraged to register for and complete PACE Certificate Level 1 (refer to page 15), and PACE Certificate Level 2 in (or as near as possible to) consecutive trimesters. All employees below Division Manager level must complete PACE Certificate Level 1 first. Division Managers and above may complete either certificate program first.

**Note:** Participants who meet the eligibility requirements for PACE certificate program and would like to be enrolled for the entire program may [click here](#) for registration details.